 <u>**Instructions for the First-Time User**</u>

Online Application Guide

How to Apply for a State of Mississippi Job

 Instructions for the First-Time User

1. Go to www.mspb.ms.gov
2. Click on Job Seekers
3. Under MSPB Career Center, Click on Job Openings

   *Important Notes for Applicants:

▪ When applying online, **each applicant must have their own, unique email account.** Many Web sites such as, mail.yahoo.com, mail.AOL.com, and mail.google.com, allow you to establish free mail accounts.

▪ If you forget your username or password, an email will be sent to the email address listed in your profile allowing you to retrieve your username or reset your password.

▪ If you acquire a different email address, make sure you change it in your profile or you will not be able to receive your forgot username/password emails.
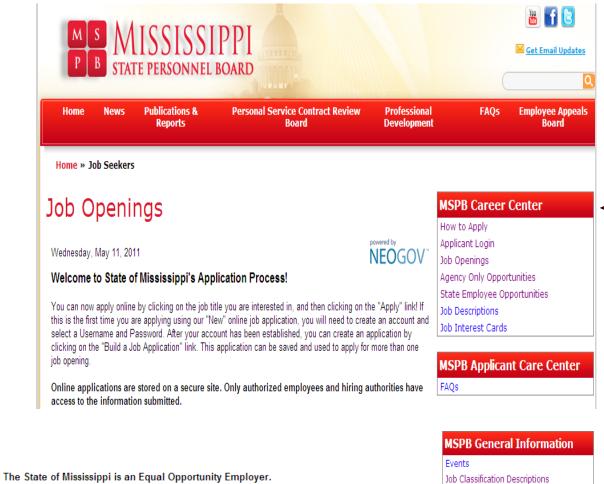
Instructions for Applying with Paper Application
Applicants are encourage to apply online to make it easier to apply for multiple positions. However, an electronic version of the paper application is available in PDF format for applicants to print and mail to MSPB or the appropriate agency. "Click Here" to download. Applications will be considered incomplete if the supplemental questions included with the job posting are not completed and attached.

Please Note: You must follow the instructions on each job posting as to where to submit a paper application. A separate application must be completed for each position. Applications must be received before the closing date to be considered. Any applications received after the closing date will be returned and not processed.

If you are unable to view either PDF, go to www.adobe.com to download the latest version of Adobe Acrobat Reader.

 Applicant Information

- Applicants may apply for positions that have been posted. Once the posting period ends, the job posting will no longer appear on MSPB's website. From MSPB's home page in the box labeled "MSPB Career Center," the applicant will see the following links: How to Apply, Applicant Login, Job Openings, Agency Only Opportunities, State Employee Opportunities, Job Descriptions, and Job Interest Cards.

 How to Apply

- To apply for a position with the State of Mississippi, choose one or more categories from the search criteria below that best suits your interest. You may choose "Select All Categories" in order to view all jobs avaliable or "Clear All Categories" and select the categories in which you are interested. From this page you may also select the counties where you desire employment. After your selection are made, press **GO** at the bottom of the page and all jobs found, based on the search criteria selected, will be displayed.
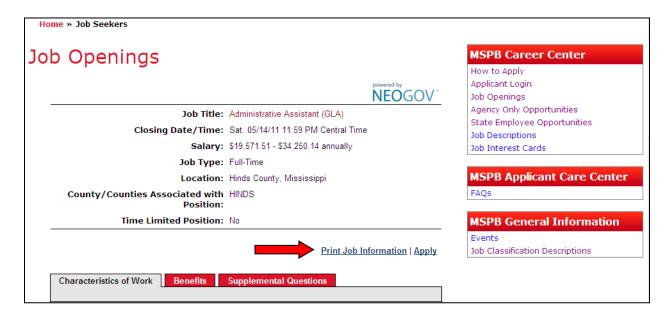
Search Criteria

All Categories are automatically selected. To change the results, deselect and reselect the categories by using the Clear All/Select All buttons or by clicking on the check boxes. To reset the search criteria, click 'Clear Search' at the bottom of this box.

Select Category   **Select All Categories   Clear All Categories**

☑ Accounting and Finance (7)	☑ Administration (9)	☑ Administrative Assistant (5)
☑ Agriculture (1)	☑ Audit (1)	☑ Business (1)
☑ Child Support (1)	☑ Clerical & Data Entry (2)	☑ Community Development (1)
☑ Corrections (1)	☑ Counseling (1)	☑ Education (2)
☑ Faculty (1)	☑ Faculty - Behavior Science (1)	☑ Faculty - Fine and Applied Arts (1)
☑ Faculty - History (1)	☑ Faculty - Math & Technology (1)	☑ Faculty - Other (1)
☑ Faculty - Science (1)	☑ Historic Preservation (3)	☑ Legal (1)
☑ Library (1)	☑ Maintenance (1)	☑ Management (1)
☑ Medical (1)	☑ Mental Health (1)	☑ Miscellaneous (1)
☑ Office and Administrative Support (1)	☑ Professional (2)	☑ Program Management (1)
☑ Public Safety (1)	☑ Recreation (1)	☑ Social Services (2)
☑ Warehouse (2)	☑ Wetlands (1)	☑ Wildlife (1)

Select County/Counties   **Select All County/Counties   Clear All County/Counties**

| ☑ 01 - ADAMS (2) | ☑ 25 - HINDS (25) | ☑ 45 - MADISON (2) |
| ☑ 61 - RANKIN (2) | ☑ 72 - TUNICA (1) | ☑ 83 - STATEWIDE (9) |

Search

Enter keywords (optional): [   ]   Explain this

My Minimum Desired Annual Salary: [   ]   Explain this

Go▸ or Clear Search
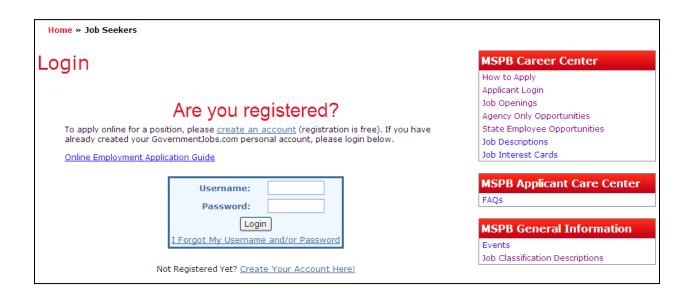
🖷   Print this page

- From the list displayed, click on the title of the position you wish to apply for (example: Accountant/Auditor II, Professional).
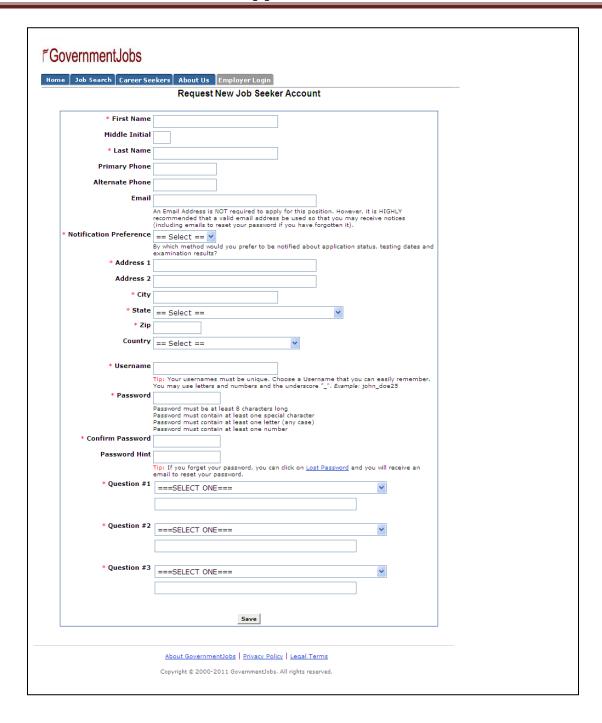

- Clicking on the link will bring up the job description page from which job information may be printed and an application for the position can be completed. To apply for the position, click on Apply.

▪ After clicking <u>Apply</u>, the Login screen will appear.

Home » Job Seekers

Login

Are you registered?

To apply online for a position, please create an account (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide

Username: [   ]

Password: [   ]

[Login]

I Forgot My Username and/or Password

Not Registered Yet? Create Your Account Here!

MSPB Career Center
How to Apply
Applicant Login
Job Openings
Agency Only Opportunities
State Employee Opportunities
Job Descriptions
Job Interest Cards

MSPB Applicant Care Center
FAQs

MSPB General Information
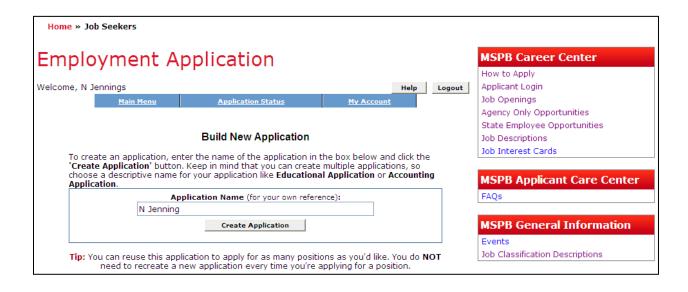Events
Job Classification Descriptions

▪ If you have not created an account, click on the "**Create Your Account Here!**" link and complete the information on the "**Request New Job Seeker Account Page**."

GovernmentJobs

Home | Job Search | Career Seekers | About Us | Employer Login

Request New Job Seeker Account

* First Name	
Middle Initial	
* Last Name	
Primary Phone	
Alternate Phone	
Email	

An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

* Notification Preference	== Select ==

By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1	
Address 2	
* City	
* State	== Select ==
* Zip	
Country	== Select ==
* Username	

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". *Example:* john_doe25

* Password	

Password must be at least 8 characters long
Password must contain at least one special character
Password must contain at least one letter (any case)
Password must contain at least one number

* Confirm Password	
Password Hint	

Tip: If you forget your password, you can click on Lost Password and you will receive an email to reset your password.

* Question #1	===SELECT ONE===
* Question #2	===SELECT ONE===
* Question #3	===SELECT ONE===

Save

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- When you have completed the required fields, click "Save." You have now created your account.

▪ After you have created your account the "Build New Application" screen will display. An "Application Name" will be required. Consider using your first and last name or a name that you can readily identify. From this screen you will be able to complete an application by clicking on the "Create Application" link. You will also be able to view any previous applications submitted.

Home » Job Seekers

Employment Application

Welcome, N Jennings   Help   Logout

Main Menu	Application Status	My Account

Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

N Jenning

Create Application

Tip: You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

MSPB Career Center
How to Apply
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State Employee Opportunities
Job Descriptions
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MSPB Applicant Care Center
FAQs

MSPB General Information
Events
Job Classification Descriptions

Employment Application

Welcome, N Jennings   [Help] [Logout]

| Main Menu | Application Status | My Account |

Accountant Auditor II - Application process steps:

① ▷ ▷ ▷ ▷ ② ▷ ▷ ▷ ▷ ③ ▷ ▷ ▷ ▷ ④ ▷ ▷ ▷ ▷ ⑤
Job Agency-wide Supplemental Confirm Certify &
Application Questions Questions Application Submit

Job Application » Profile

* Required Field

[Cancel] [Save & View Application]

Contact Information

* First Name N

Middle Initial H

* Last Name Jennings

Primary Phone (601) 555-5555

Alternate Phone

Email jennings@neogov.com
An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

* Notification Preference Email ▾
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1 123 Rainbow Dr

Address 2

* City Jackson

* State Mississippi ▾

* Zip 39201

Country US ▾

Former Last Name
list only one; leave blank if none

Month and Day of Birth MM ▾ / DD ▾

[Cancel] [Save & View Application]

* Required Field

- Complete the Personal Profile Information and then click **Save & View Application**.

- Complete at least one record in the Education History and Work Experience sections (click **Save** at the bottom of each section).

Job Application » Education

* Required Field

| Cancel | Save & View Application | Save & Add Another |

Education History

*Type of School
College

*Name of School

School Web Site

*City

*State
== Select State ==

Country
US

Start Month / Start Year
== Select Month == /

End Month / End Year
== Select Month == /

Did you graduate?
○ Yes, I graduated from this school
○ No, I did not graduate from this school

College Major/Minor

Units Completed

○ Semester units
⦿ Quarter units

*Degree Received
== Select Degree Received ==

| Cancel | Save & View Application | Save & Add Another |

* Required Field

Job Application » Work

[Cancel] [Save & View Application]

Work History

*Company/Agency Name

Web Site

Address

*City

*State
== Select State ==

Zip Code

Country
US

Phone Number

*Start Month / Start Year
== Select Month == /

*End Date (Month/Year)
End Month / End Year
== Select Month == /

*Position Title

*Hours Worked Per Week

Number of Employees Supervised

Monthly Salary
$

Name of Supervisor

Title of Supervisor

May we contact this employer?
○ Yes, you may contact this employer
● No, you may not contact this employer

Reason for Leaving

*Duties Summary

[Cancel] [Save & View Application] [Save & Add Another] [Spell Check]

* Required Field

- Complete the section entitled "**Agency-wide Questions**."

Agency-wide Questions

<div align="right">

* Required
</div>

Personal Profile**Agency-Wide Questions**Job-Specific QuestionsAttachments

1.	Are you currently employed with the State of Mississippi?	○ Yes ○ No
2.	If you are currently employed with the State of MS, indicate the state agency. (If you indicated you are not employed with the State of MS, select "N/A")	= select = ▼
3.	If you are currently employed with the State of MS, indicate your current Job Title. (If you indicated you are not employed with the State of MS, provide the response "N/A")	[ ]
* 4.	Have you been separated within the last 12 months from the State of MS due to a Reduction in Force (RIF)?	○ Yes ○ No
* 5.	If you have been previously part of a RIF, indicate which agency. (If you previously indicated "No" due to a RIF separation, select "N/A".)	= select = ▼
* 6.	If you have been part of a RIF, indicate your previous job title. (If you previously indicated "No" due to a RIF separation, select "N/A")	[ ]
* 7.	If you have been part of a RIF, indicate the date of your RIF separation. (If you previously indicated "No" due to a RIF separation, select "N/A")	[ ]
* 8.	Are you a veteran of the Armed Forces? (If you indicated "YES", you must attach a copy of your DD214 or other proof of services.)	○ Yes ○ No
* 9.	If you are a veteran, were you declared disabled?	○ Yes ○ No

* 10.	Are you an adult male born on or after January 1st 1960 and are registered for Selective Service between the ages of 18 and 25?	○	Yes
		○	No
11.	Indicate your Race (For Federal record keeping purposes only; response not required)	○	American Indian
		○	White
		○	Hispanic
		○	Black
		○	Asian
		○	Other
12.	Indicate your Gender (For Federal record keeping purposes only; response not required)	○	Male
		○	Female
13.	Please select your age group. (For Federal record keeping purposes only; response not required)	○	Under 18
		○	18-25
		○	26-39
		○	40-54
		○	55-69
		○	70+

- After completing the "**Agency-wide Questions**" section, click **Save & Proceed** and complete the **Supplemental Questions** section.

Supplemental Questions

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. What computer programs are you proficient in using?
- ○ MS Word
- ○ MS Excel
- ○ Ms Powerpoint
- ○ MS Outlook
- ○ None

*2. What Accounting/Auditing courses have you completed (check all that apply)?
- ☐ Managerial Accounting
- ☐ Federal Income Tax Accounting
- ☐ Advanced Federal Income Tax Accounting
- ☐ Cost Accounting
- ☐ Accounting Systems
- ☐ None of the Above

*3. What is the highest level of education you have received in the field of Accounting or Business Administration?
- ○ Doctorate Degree
- ○ Specialist Degree
- ○ Masters Degree
- ○ Bachelors Degree
- ○ 3 years/90 semester hours
- ○ Associates Degree/2years/60 semester hours
- ○ 1 year/30 semester hours
- ○ High School/GED
- ○ None of the above

*4. How may years of experience do you have?
- ○ 0-2 yesrs ○ 2-4 years

*5. Do you have a high school diploma or GED?
- ○ Yes ○ No

*6. Do you have at least 2 years of acc./aud. experience?
- ○ Yes ○ No

Save Work in Progress	Save & Proceed

- ▪ After completing the "**Supplemental Questions**" section, click **Save & Proceed**.

- The "**Confirm Application**" screen will appear and display your completed application. You must verify the information entered is correct and then click on the "**Confirm Application**" button.

Confirm Application

Please review the application you're about to send for the position of **MC-ENFORCEMENT OFFICER I**. If you need to modify any parts of your application, just click the '**Edit**' button next to the section you wish to modify. Once you've reviewed the application click the '**Confirm Application**' button to proceed to the final 'Certify & Submit' step.

[Confirm Application]

- When you have certified the information on your application is correct and have clicked on the "**Confirm Application**" button, a "**Certify & Submit**" will appear. Clicking on the "**Accept**" button will submit your application. Clicking on the "**Decline**" will end the process and your application will not be submitted.

Certify & Submit

By clicking on the 'Accept' button, I certify that all statements made herein and on any attached documents are true and complete to the best of my knowledge. I authorize the verification of this information by the Mississippi State Personnel Board and any agency considering me for employment. I know that any misrepresentation herein may lead to rejection of my application, removal of my name from the list of eligibles, and/or dismissal from state service. I understand that, as a condition of employment, I will be required to present documentation which verifies both my identity and my employment eligibility pursuant to federal immigration law.

[Accept] [Decline]

- State employees may apply for open positions within the agency where they are employed by clicking on the "**Agency Only Opportunities**" link.

- Any internal promotional opportunities will be listed below the above statement.
- Once you select the job for which you wish to apply, you will proceed with applying following the same instructions used for applying for a regular job opening (see Login Instructions – Confirming Your Application).
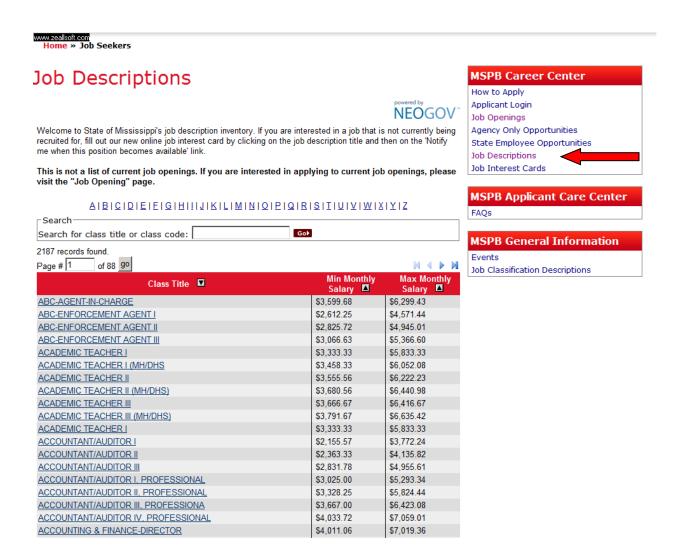
- State employees may apply for a position open at any agency by clicking on the "**State Employees Opportunities**" link.

- Any promotional opportunities will be listed below the above statement.
- Once you select the job for which you wish to apply, you will proceed with applying following the same instructions used for applying for a regular job opening (see Login Instructions – Confirming Your Application).

- Job descriptions for all state positions can be viewed by clicking on the "**Job Descriptions**" link. Note: **These are only job descriptions and are _NOT_ on recruitment.**

- By clicking on the "**Job Interest Card**" link, applicants can choose each area in which they are interested in receiving an email notification of when a position is on recruitment for 12 months.

Application Status:

Applicants are allowed to track the status of each of their applications.

- Viewing Status as an Applicant:
  1. Go to www.mspb.ms.gov
  2. Click on Job Seekers; then Applicant Login

  3. Login into your profile using the user id and password you previously set-up.
  4. Click on 'Application Status' in the menu bar

  5. View applications that have been submitted.
  6. In addition to viewing and printing applications previously submitted, you can view your status in the hiring process.